

GUIDELINES AND APPLICATION INSTRUCTIONS

I. State Library Preservation Project Grant

The Conservation Grant Program is a state funding source available to non-profit institutions to implement and to conduct preservation and conservation activities on publicly owned documents. For the purpose of this grant program, "conservation grants" are defined as funds awarded for planning and implementation of projects that cover a variety of elements involved with the preservation and conservation of materials that are significant to New Hampshire's cultural heritage and that are normally collected by libraries. Funds are available for activities that will enhance access to resources and safeguard rare or endangered treasures.

Preservation projects for collections will be evaluated on the significance of the content of materials to be preserved, quality of preservation needs assessment, barriers to access the existing content, accepted standards of preservation, collaborative elements proposed and long-term viability. It is important to explain why there should be access to the materials and to define a barrier to service or a service need associated with a target audience.

II. Eligibility

1. Project Eligibility Guidelines

To be considered eligible for a FY2005/2006 Moose Plate grant, projects must conserve and/or preserve publicly owned artifacts, paperbased collections, microfilm, photographs and manuscripts (hereafter referred to as **materials**) that contribute to New Hampshire's historic and cultural heritage. Applicants must clearly demonstrate the New Hampshire significance of the materials, provide proof of provenance of the materials and be able to articulate the relevance and enduring value of the materials to New Hampshire's historic and cultural heritage. Eligibility is limited to **publicly owned** materials that are:

- Original, rare and one-of-a-kind documents
- Intellectual and cultural artifacts
- Historically significant paper-based collections
- Public records retained according to the schedule established by the New Hampshire Municipal Records Board and governed by N.H. RSA 33-A

2. Applicant Eligibility Guidelines

- New Hampshire non-profit organizations managing publicly-owned resources
- New Hampshire public libraries
- Academic institutions within the University System of New Hampshire and the New Hampshire Community Technical Colleges
- New Hampshire state, county and municipal agencies

Please note:

No more than one application for a Conservation Grant may be submitted by a single organization

Applicants who received a FY2004/2005 Conservation Grant award are not eligible to apply for FY2005/2006 Conservation Grant

3. What is funded

Preservation projects must meet one or a combination of the following objectives:

- Preservation and/or conservation work on significant materials, including but not limited to deacidification, cleaning, encapsulation, framing
- Consultant services and/or assessment surveys for preservation and conservation of materials
- Physical preservation methods such as microfilming, special repair or rebinding
- Specialized archival materials to house materials that have received conservation treatment
- "Processing" of unprocessed archives and manuscripts
- Creation of finding aids for manuscript collections

4. What is not funded

- Acquisition/purchase of intellectual and cultural documents
- Filing cabinets, shelving, exhibit cases, storage facilities, and office furniture
- Inventory and cataloging of collections
- Long-term maintenance or curatorial work
- Interpretive or training programs
- Costs of fund-raising campaigns
- Costs of work performed prior to the announcement of award such as examining costs of materials
- Digitization of documents and collections or creation of electronic content
- Restoration of historic buildings
- Cash reserves, endowments or revolving funds
- Rare book room maintenance
- Current cataloging, book repair or book binding of non-historical materials

III. Review Criteria and Process

A panel of library professionals, archivists, historians and preservation professionals will review applications. Reviewers' evaluations are based solely on the application and documentation material provided. Final recommendations for funding are made by the State Librarian and subject to approval by the Commissioner of Cultural Resources. Applications will be evaluated and selected based on the following criteria:

1. Historic and Cultural Significance

All applicants must clearly address how the materials in their grant proposal relate to one or more of these points.

The application must describe the significance of the materials to the state of New Hampshire. Significance is ascribed to materials that illustrate or interpret the intellectual and cultural heritage of New Hampshire, and:

- That are associated with events that have made a significant contributed to and are identified with the history and culture of New Hampshire, and from which an understanding and appreciation of this history and culture can be gained, or;
- That are associated importantly with the lives of persons significant in New Hampshire history or culture, or;
- That is exceptionally valuable for the study of a period or theme of New Hampshire history of culture.

2. Threat to the materials

The item(s) must be threatened, endangered or otherwise present an urgent preservation and/or conservation need. The application must describe the current condition of the materials and explain how they are imminently threatened. The nature, the extent and the level of severity of the threat, danger or damage to the materials must be clearly and convincingly argued.

3. How project addresses the threat

The narrative must describe the proposed preservation or conservation work and the key people involved. It must explain how the work will significantly diminish or eliminate the threat, danger or damage and must demonstrate the public benefit of the project. The application must state how the preservation outcome will result in wider public access and availability to the materials.

- Projects must address the threat and have a clear public benefit (for example: collections available for public viewing or scholarly research).
- Conservation and preservation treatments must be considered accepted practices within the professional preservation community.
- Projects must be feasible (i.e., able to be accomplished within the proposed activities, schedule and budget described in the application), and the applicant must demonstrate the ability to complete the project.
- Projects must assure public awareness and availability of the materials after conservation treatment.

4. Project budget

The budget must be reasonable and relevant to the project.

- All applicants must complete the budget form provided and submit written explanation of each budget line item.

Please note:

- Applicants may request up to \$10,000
- Matching funds are not required for the grant
- The grant period is 12 months
- Grantees must adhere to the reporting requirements outlined in the reporting forms provided by the New Hampshire State Library

IV. Supporting documentation

All required supporting documentation must be submitted with the application. The letter from an authorized official attesting to the ownership of materials and how the materials originated (i.e., provenance) is crucial. **Lack of supporting documentation will result in rejection of the proposal.**

V. Application Procedure

Completed applications must be postmarked on or before May 2, 2005, no faxed or e-mailed applications will be accepted.

1. Applications received after the deadline will not be accepted and will be returned to the sender.
2. Applicants must submit one original plus 7 copies (total of 8) **EACH** consisting of:
 - **Cover Sheet** (*provided*)
 - **Narrative Sheet** (*provided*)
 - **Budget Sheet** (*provided*)
 - **Photos and Supporting documentation**

Retain a copy of the application for the organization's files.

3. Failure to submit the required copies or the supporting documentation will result in the application being deemed ineligible and will not be considered.
4. Applications must be received in hard copy. Submissions to the New Hampshire State Library by facsimile transmission (fax) or e-mail will not be accepted.
5. Applications received by the New Hampshire State Library will be checked for completeness. All copies of any application that are missing information or components as detailed in this packet will be returned to the contact person and will not receive further consideration. Only complete applications become the property of the New Hampshire State Library.
6. Handwritten applications **will not** be accepted.

VI. Aware of the grant

- The New Hampshire State Library panel of reviewers will select the applications that best serve or meet the purpose of the grant offering.
- Pre-contract negotiations will resolve any difference between the project proposed in the application and the activities or budget items that the New Hampshire State Library is considering for funding.
- Pre-contract negotiations will clarify any issues raised during the review process.
- Applicants who are contacted to discuss pre-contract negotiations can assume their application is under serious consideration **but cannot assume** that their application will be funded.
- Not all applicants who are contacted during the pre-contract negotiations will receive a Conservation Grant.
- Grants will be awarded taking into account the availability of Conservation License Plate funding.
- Grantees will receive 90% of the award upon Governor and Council approval of the Grant Agreement and 10% of the award upon submission of completion reports.

VII. Accountability

- All grant funds must be expended during the grant time period as stated in the award letter.
- Grant recipients must adhere to the reporting requirements outlined in the reporting forms as provided by the New Hampshire State Library and file reports in a timely manner.
- The New Hampshire State Library will contact the organization if grant requirements are not met. Failure to comply with requirements will result in: (1) the organization having to return the grant monies, and (2) making the organization ineligible for competitive grants from the Department of Cultural Resources for one year.
- The New Hampshire State Library shall be responsible for assessing the grantee's compliance with the Grant Agreement and for reporting project results to the New Hampshire Conservation License Plate Advisory Committee, Legislature, the Governor and the Executive Council.

VIII. Contract Dates

- Conservation Grants will run from approximately October 1, 2005 and end June 30, 2006.
- All grant funds must be encumbered or expended only during the grant contract period, which will be specified at the time of award.

Projected Grant Project Time Frame

May 2, 2005	Applications postmarked or due at the New Hampshire State Library
Aug / Sept 2005	Review of applications
Sept 2005	Grants awarded
June 30, 2006	All funds spent or encumbered
August 12, 2006	All encumbered funds spent
August 31, 2006	Final reports due at the New Hampshire State Library

- Grant activities may begin immediately upon official notification of grant award

IN SUMMARY

- Submit one original plus 7 complete grant application packets (total of 8) to:

Conservation Grant Program
New Hampshire State Library
20 Park Street
Concord NH 03301-6314

- Applications will be accepted that are postmarked on or before May 2, 2005
- Retain one copy of the application for the organization's file
- Check application for completeness before submitting

A complete application package is:

- One (1) original application which includes a Cover Sheet, Narrative, and Budget Sheet with original signatures and supporting documentation.
- Seven (7) copies of the application with supporting documentation attached

QUESTIONS

Contact the New Hampshire State Library with any questions regarding the Conservation Grant offering by calling Janet Eklund at 271-2393 or sending an e-mail to jeklund@library.state.nh.us.

OTHER CULTURAL CONSERVATION GRANT INFORMATION

All three divisions of the New Hampshire Department of Cultural Resources (DCR), which includes the New Hampshire State Library offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DCR divisions at the following web sites. Questions may be addressed to the agencies listed below.

- **For Historic Property Projects**

New Hampshire Division of Historic Resources

<http://www.state.nh.us/nhdhr/moose.html>

James McConaha, Director

tele.: 271-6435

e-mail: jmcconaha@nhdhr.state.nh.us

- **For Artistic Projects**

New Hampshire Council on the Arts

<http://www.state.nh.us/nharts/grantsandservices/grants/artsadvancement/conservation.htm>

Yvonne Fried

tele.: 271-0791

e-mail: yfried@nharts.state.nh.us